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MEMORANDUM TO: Executive for Administration and Management

SUBJECT: CIA Forms 51-4

REFERENCES:

- a. Memorandum dated 8 October 1947 to ORE and others from Chief, Supply Division, ASM, Subject as Above.
- b. Memorandum dated 15 October 1947 to Executive for ASM from OSO, with 1st Enclosure, dated 3 November 1947, from Acting Executive Director.

1. In consideration of the cited references the following comments are offered:

a. The title "Information Report" is more suitable for ORE purposes than the title "Intelligence Report". ORE evaluation of an "Information Report" is not sufficient processing to convert the report to intelligence, as distinguished from evaluated information.

b. Adoption of OSO's recommendation appears to secure its interest in protecting OSO sources, but removes essential safeguards controlling conditions for reproduction of content. It is deemed inadvisable to permit agencies other than those of the State, Army, Navy and Air Departments to reproduce in whole or in part the contents of any CIA report except by permission of the Director of Central Intelligence.

c. It is believed that the statement "This information has not been evaluated as to source and content except by the Collector" is a more appropriate expression of the intent for the box to be added in the upper right-hand corner of the form.

d. It view of general acceptance of the term "Evaluation", and inasmuch as it is modified by the key word "Collector" it appears satisfactory for all CIA purposes to use the phrases "Collector's Evaluation of Source" and "Collector's Evaluation of Content" for the heading of the scales at the top of the form.

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g. A single report form with the title "Information Report", adopted for all CIA offices engaging in direct exploitation of sources appears to offer a simple and more satisfactory solution. It is deemed inadvisable to utilize different colored forms for each office inasmuch as it not only complicates procurement and supply problems, but also focuses further attention to the internal organization of CIA.


2. In view of the foregoing, it is therefore recommended that:

a. A single report form, of one color, entitled "Information Report" be utilized for all CIA offices.

b. The box relating to the Espionage Act remains as is except for the changes required by the Unification Act, the addition after sentence 2 of the sentence "Reproduction of this report form is prohibited", and the substitution for the first two words of the final sentence by the words "Its contents".

c. The box in the upper right-hand corner of the form be modified as indicated in paragraph 1 c above.

d. That the scale for indicating evaluation of source and content be changed to read "Collector's Evaluation of Source" and "Collector's Evaluation of Content" respectively.


Assistant Director
Reports and Estimates

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